

AFIT



SECURITY STUDENT INPROCESSING

CUSTOMER SERVICE HOURS

- Monday thru Friday: 0700-1600**
- * Based on the availability of the Security**
- Manager**

AFIT Security Management

***Overview of Responsibilities**

- Ensure AFIT personnel have an adequate security clearance needed to perform their jobs
- Perform semi-annual security inspections of selected Action Offices
- Disseminate Security Education Training to all AFIT personnel once a quarter
- Work with base ASC/SYSIS on Special Information Files
- Work with AU/SSO on all members requiring access to TS/SCI material
- Maintain the ASCAS rosters for AFIT's civilian and military
- Work with outside unit/agencies on classified briefings held within the Institute

AFIT Security Management Percentage of Classified Stored

- * AFIT/EN - 85%
- AFIT/LS - 10%
- AFIT/CE - 5%

UPDATING SECURITY

CLEARANCES

- ~~SECRET~~ (Every 10 years*)
 - **TOP SECRET** (Every 5 years)
 - GRADUATE SPACE OPERATIONS
(GSO) Students:
 - **MUST START CLEARANCE PROCEDURES**
- * Updates on hold until further notice (except SAP)

ATTENTION All Students

This message is to all AFIT Graduate Students:

If you are notified of a PCS assignment or are going PCA to an organization on Wright-Patterson AFB you need to contact your Security Manager to see if you have a requirement for higher security clearance. Do not wait until orders are processed...

Please contact MSG Reed in building 640, room 102 or at his duty phone 53636x4549 or email to mreed.

COMPLIANCE AND SANCTION

**AFIT Commandant wants
you to know:**

**-AFIT TAKES
SECURITY**

DISCUSSING
CLASSIFIED
AFIT has one Secure
Conference Room
(2102)

- IAW AFITI 31-101
- Classified briefings may be held only after going through the AFIT Security

SECURITY HISTORY

~~VIOLATIONS 1993~~

- STUDENTS MISHANDLING CONFIDENTIAL MATERIAL
- MISUSE OF ELECTRONIC MAIL

VIOLATIONS 1994

NONE

VIOLATIONS 1995

- CIVILIAN EMPLOYEE TOOK CLASSIFIED MATERIAL HOME

VIOLATIONS 1996

NONE

VIOLATIONS 1997

NONE

VIOLATIONS 1998

NONE (So Far)

ACTIONS TAKEN WHEN CLASSIFIED DOCUMENT IS FOUND

- 1) **TAKE UNSECURED
CONTROL/SECURE IT**

- 2) **NOTIFY:**
**SECURITY MANAGER
DEAN/ASSOCIATE DEAN
SUPERVISOR i.e.
- Your Thesis Advisor**

**This Concludes My
Slide Presentation
on the AFIT/ENAS
Section**

***Any
Questions?***